



NOTICE OF SOLICITATION

SERIAL 05065-S

**INVITATION FOR BIDS FOR: VARIABLE FREQUENCY DRIVES; PURCHASE, REPAIR,
AND MAINTENANCE FOR ABB UNITS
[NIGP CODE 91017, 91036, 91052]**

Notice is hereby given that sealed bids will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until **2:00 P.M./M.S.T. on MAY 31, 2005** for the furnishing of the following for Maricopa County. Bids will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All bids must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked "SERIAL 05065-S INVITATION FOR BIDS FOR VARIABLE FREQUENCY DRIVES; PURCHASE, REPAIR, AND MAINTENANCE FOR ABB UNITS [NIGP CODE 91017, 91036, 91052]."

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this request for bids must be filed with the Procurement Consultant in accordance with Section MC1-905 of the Code.

ALL ADMINISTRATIVE INFORMATION CONCERNING THIS BID AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED AT <http://www.maricopa.gov/materials>. ANY ADDENDA TO THIS SOLICITATION WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.

BID ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT
BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS
MANAGEMENT CENTER

INQUIRIES:

CHARLES HINEGARDNER
PROCUREMENT CONSULTANT
TELEPHONE: (602) 506-6476

THERE WILL BE A MANDATORY PRE-BID CONFERENCE AT 09:00 A.M. (MST) ON MAY 19, 2005 AT THE MARICOPA COUNTY FACILITIES MANAGEMENT DEPARTMENT, LIBERTY ROOM, 401 W. JEFFERSON ST., PHOENIX, AZ 85003.

NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:

<http://www.maricopa.gov/materials/advbd/advbd.asp>

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NO RESPONSE

Contractors not responding to this bid are asked to complete this document and return it to Maricopa County Materials Management Department, 320 W. Lincoln St., Phoenix, AZ 85003-2494.

MARK OUTSIDE ENVELOPE "SERIAL 05065 -S"

Responses must be received **BY 2:00 P.M., MAY 31,2005**. Contractors failing to submit a bid, or this document, may be subject to removal from the Maricopa County Materials Management Contractor List.

SERIAL 05065-S

**TITLE: VARIABLE FREQUENCY DRIVES; PURCHASE, REPAIR,
 AND MAINTENANCE FOR ABB UNITS
 [NIGP CODE 91017, 91036, 91052]**

CONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____ CONTACT: _____

REASON FOR NO BID:

_____ Insufficient time

_____ Do not handle product/service

_____ Other: _____

IMPORTANT

PLEASE READ BEFORE SUBMITTING YOUR BID

M/WSBE CONTRACT PARTICIPATION

For this Contract a combined M/WSBE goal of 0% involvement is established for Minority/Women-Owned Small Business Enterprises (M/WSBE). This goal may be attained singularly or by any combination thereof to create the overall designated percentage involvement goal. Instructions and required forms are included in the Minority/Women-Owned Small Business Enterprise Program Contracting Requirements section. The Maricopa County Minority and Women-Owned Small Business Enterprise Program, revised June 14, 2000, is incorporated by reference

The Materials Management Department of Maricopa County will endeavor to ensure in every possible way that Minority and Women-owned Small Business firms shall have every opportunity to participate in providing professional services, materials, and contractual services to the Materials Management Department of Maricopa County without being discriminated against on the grounds of race, religion, sex, age or national origin. The Maricopa County Minority Business Program, effective January 1, 1992, is incorporated by reference.

**SPECIFICATIONS ON INVITATION FOR BID FOR: VARIABLE FREQUENCY DRIVES;
PURCHASE, REPAIR, AND MAINTENANCE
FOR ABB UNITS
[NIGP CODE 91017, 91036, 91052]**

1.0 INTENT:

The intent of this Invitation for Bids is to establish a source for electric motor ABB variable frequency drive units manufactured by Asea Brown Bovari (ABB) for HVAC applications. The Facilities Management Department (FMD) has “standardized” on ABB units and is requiring this brand due to compatibility throughout County buildings with other ABB units. Utilizing any other brand will cause time installation delays and reprogramming of the facilities automation system software, which currently is set-up for ABB units.

2.0 TECHNICAL SPECIFICATIONS:

2.1 PURCHASE, REPAIR, AND MAINTENANCE ABB UNITS:

The Contractor shall be responsible for supplying, repairing, and maintaining ABB units as specified herein.

2.2 CONTRACTOR REQUIREMENTS:

The Contractor shall furnish the ABB units on an as needed basis, and for service supply all necessary supervision, labor, tools, equipment, supplies, transportation, and all effort necessary to perform the specifications herein at the designated locations.

2.3 SERVICE HOURS:

- 2.3.1 *REGULAR SERVICE* shall be work performed between 6:00 AM to 6:00 PM, Monday through Friday, excluding County holidays.
- 2.3.2 *AFTER HOURS* shall be work performed after 6:00 PM and before 6:00 AM the next morning.
- 2.3.3 *WEEKENDS & HOLIDAYS* shall be work performed Saturday, Sunday, or during any County holiday.
- 2.3.4 Response time for a requested service call shall be four (4) hours (on-site) after Contractor receives request from FMD for *REGULAR SERVICE*, and four (4) hour response on-site for calls *AFTER HOURS*. There shall also be a two (2) hour on-site response for any call during *REGULAR* or *AFTER HOURS*, if requested as an EMERGENCY.

2.4 BACKGROUND CHECK AND UNIFORM REQUIREMENTS:

2.4.1 Contractor's staff providing services shall require the following:

One, or combinations of, a background check from:
Facilities Management Department;
Superior Court;
or County Attorney's Office.

The cost of this service will be incurred by FMD.

2.4.2 All employees of the contractor providing services to County buildings must wear a company uniform identified with the company name consisting of a minimum of one of the following:

- A) Shirt/Blouse
- B) Vest
- C) Hat

2.5 SPECIFICATIONS, MINIMUM:

NEMA 1 enclosure, UL approved
Floor and Wall Mount availability
2-Contactor E- Bypass (output and bypass)
Electronic Bypass Control Keypad w/ H-O-A Selector
Electronic Motor Overload
Motors, inverter duty
RS 485 port for the FAS
Door Interlocked Disconnect Switch
Fast Acting Drive Input Fuses
Fireman's override
Siemens/Landis Communications

Vendor must supply local certified start-up and reprogramming for new units

2.6 POINT OF DELIVERY:

In most cases, the point of delivery shall be the Contractor's retail site, otherwise FMD's Durango Warehouse. Exceptions are emergency request by the County where the requirement may be to drop-ship the product directly to a County location.

2.7 SHIPPING CHARGES:

Bid prices shall be FOB Destination to the County AND shall be part of the unit pricing. The Contractor shall retain title and control of all goods until they are delivered and the contract coverage has been completed. All claims for visible or concealed damage shall be filed by the Contractor. The County will notify the Contractor of any damaged goods and shall assist the Contractor in arranging for inspection of the goods.

2.8 DELIVERY:

It shall be the Vendor's responsibility to meet the County's delivery requirements of FOB Destination on normal shipments. New units requested that are not in stock shall not exceed a four week delivery interval from date of order.

If for part(s), it is the responsibility of the Vendor to pay for freight (overnight, airfreight, UPS/FEDEX direct, etc.). Exceptions on priority deliveries for *special order* or *non-stock* parts(s) are acceptable with the approval from the County's authorized representative.

Maricopa County reserves the right to obtain product on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

2.9 WARRANTY :

The warranty for new units shall be twenty-four (24) months parts and labor from date of start-up. If a unit is ordered, shipped, and received by the County, but not installed immediately, all warranties shall expire thirty (30) months from the date of shipment.

Warranty for repair work on units that are not under warranty shall be fourteen (14) calendar days on the specific repair only.

2.10 RETURN POLICY:

The Bidders shall state their return policy, time limitations, or restocking charges (if any) for such returns. Products will not be accepted in damaged or broken/unsealed packages. Credit memos shall be issued, in accordance with the Contractor's return policy. If a restocking charge is applied, the credit memo must reflect the full credit amount of each item returned and the restocking charge shall be a separate line.

2.11 SERVICE REQUIREMENTS, COUNTY-OWNED ABB UNITS:

The County has standardized on ABB brand and thus all facilities automation system software is configured to this brand. The Contractor shall have staff factory trained to repair and maintain the following units:

Model ACH 500 1991 – 1997

Model ACH 400 1998 – 2004

Model ACH 550 2004 – current

The Contractor must provide certified ABB factory start-up and on-site operations training for new units purchased.

2.12 EMPLOYEES OF THE CONTRACTOR

No one except authorized employees of the Contractor (or subcontractor) is allowed on the premises of Maricopa County Buildings. Contractor's employees are NOT to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Contractor.

2.13 REMOVAL OF CONTRACTOR'S EMPLOYEES:

The Contractor agrees to utilize only experienced, responsible and capable people in the performance of the work. The County may require that the Contractor remove from the job covered by this contract, employees who endanger persons or property or whose continued employment under this contract is inconsistent with the interest of Maricopa County.

2.14 INVOICING:

Invoicing for new purchases shall contain:

The invoice shall contain the following:

Terms as bid

Purchase order number

Contract serial number

Type, size of VFD

Extended price

Sales tax

Total

Invoicing for repair Time & Materials:

Terms as bid

Purchase order number

Contract serial number

FMD trouble call number

Site name and address

County building number

Total labor hours

Labor rate as bid

Total extended labor cost

Itemized parts (if billable)

Tax on parts only

Totals

Invoicing that does not have all the required information as listed above, will be sent back for corrections, delaying payment to the Contractor.

3.0 **SPECIAL TERMS & CONDITIONS:**

3.1 CONTRACT LENGTH:

This Invitation for Bids is for awarding a firm, fixed price purchasing contract to cover a five (5) year period.

3.2 ESCALATION:

Any request for reasonable price adjustments must be submitted thirty (30) days prior to the Contract Anniversary date. Justification for the requested adjustment in cost of labor and/or materials must be supported by appropriate documentation and fall within the Producer Price Index for the commodity. Increases are subject to approval in writing by the Materials Management Department prior to any adjusted invoicing being submitted for payment.

The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

3.3 TAX:

No tax shall be levied against labor. Bid pricing to include all labor, overhead, tools and equipment used, profit, and any taxes that may be levied. It is the responsibility of the Contractor to determine any and all taxes and include the same in bid price.

3.4 INDEMNIFICATION AND INSURANCE:

3.4.1 Indemnification.

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the negligence of the County.

3.4.2 Insurance Requirements.

Contractor, at its own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of B++6, or approved unlicensed companies in the State of Arizona with policies and forms satisfactory to the County.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of the County, constitute a material breach of this Contract.

The Contractor's insurance shall be primary insurance as respects the County, and any insurance or self-insurance maintained by the County shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the County.

The Contractor shall be solely responsible for the deductible and/or self-insured retention and the County, at its option, may require the Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

The County reserves the right to request and to receive, within ten (10) working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The County shall not be obligated, however, to review such policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of the County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name the County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The insurance policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against the County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

3.4.2.1 Commercial General Liability. Contractor shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 11 85, and shall include coverage for Contractor's operations and products and completed operations.

If the Contractor subcontracts any part of the work, services or operations awarded to the Contractor, Contractor shall purchase and maintain, at all times during prosecution of the work, services or operations under this Contract, an Owner's and Contractor's Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the performance of the Contractor's work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the Contractor's Commercial General Liability insurance.

3.4.2.2 Automobile Liability. Contractor shall maintain Automobile Liability insurance with an individual single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to Contractor's vehicles (whether owned, hired, non-owned), assigned to or used in the performance of this Contract.

3.4.2.3 Workers' Compensation. The Contractor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

If any work is subcontracted, the Contractor will require Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of the Contractor.

3.4.3 Certificates of Insurance.

3.4.3.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to the County fifteen (15) days prior to the expiration date.

3.5 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.6 INTERNET ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Internet to place orders under this Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.7 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY
DEPARTMENT OF MATERIALS MANAGEMENT
ATTN: CONTRACT ADMINISTRATION
320 W. LINCOLN ST.
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

CHARLES HINEGARDNER, Procurement Consultant, 602-506-6476
chinegar@mail.maricopa.gov)

Technical telephone inquiries shall be addressed to:

Steve Varscsak, Contract Administrator, FMD – (602) 506-8198

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.8 PRE-BID CONFERENCE:

THERE WILL BE A MANDATORY PRE-BID CONFERENCE AT 09:00 A.M. (MST) ON MAY 19, 2005 AT THE MARICOPA COUNTY FACILITIES MANAGEMENT DEPARTMENT, LIBERTY ROOM, 401 W. JEFFERSON ST., PHOENIX, AZ 85003.

3.9 SUBMISSION PRICE CLARITY:

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive.

3.10 EVALUATION CRITERIA:

The evaluation of this Bid will be based on, but not limited to, the following:

3.10.1 Compliance with specifications

3.10.2 Price

3.10.3 Determination of responsibility

3.11 INSTRUCTIONS FOR PREPARING AND SUBMITTING BIDS:

Respondents are to provide one (1) original (labeled), one (1) copy and one (1) electronic copy of pricing on a CD in Excel format.. Respondents are to identify their responses with the bid serial number, title and return address to Maricopa County, Department of Materials Management, 320 West Lincoln, Phoenix, Arizona 85003. **A corporate official who has been authorized to make such commitments must sign bids.**

NOTE: CONTRACTORS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT THEIR BIDS.

ATTACHMENT A
PRICING

SERIAL: 05065-S

PRICING SHEET: **S076917 / C415009 / BO601618 / NIGP 91017/91036/91052**

BIDDER NAME: _____

F.I.D./VENDOR #: _____

BIDDER ADDRESS: _____

P.O. ADDRESS: _____

BIDDER PHONE #: _____

BIDDER FAX #: _____

COMPANY WEB SITE: _____

COMPANY CONTACT (REP): _____

E-MAIL ADDRESS (REP): _____

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: _____ YES _____ NO

ACCEPT PROCUREMENT CARD: _____ YES _____ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD:

_____ YES _____ NO _____ % REBATE

(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: _____ YES _____ NO _____ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: _____ YES _____ NO

PAYMENT TERMS: BIDDER IS REQUIRED TO PICK ONE OF THE FOLLOWING.

TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.

FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30.

BIDDER MUST INITIAL THE SELECTION BELOW.

NET 10 _____

NET 15 _____

NET 20 _____

NET 30 _____

NET 45 _____

NET 60 _____

NET 90 _____

2% 10 DAYS NET 30

1% 10 DAYS NET 30

2% 30 DAYS NET 31

1% 30 DAYS NET 31

5% 30 DAYS NET 31

INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE: _____ %

PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION:

NEWSPAPER ADVERTISEMENT _____

MARICOPA COUNTY WEB SITE _____

PRE-SOLICITATION NOTICE _____

OTHER (PLEASE SPECIFY) _____

**ALL PRICING SHALL BE SUBMITTED ON A CD FORMATTED IN EXCEL '97. NO
BIDS WILL BE ACCEPTED WITHOUT THE ACCOMPANYING CD IN YOUR BID
SUBMITTAL. ANY BID NOT CONTAINING THE REQUIRED CD WILL BE
CONSIDERED NON-RESPONSIVE AND NOT CONSIDERED FOR EVALUATION OR
CONTRACT AWARD**

ATTACHMENT A PRICING

1.0 PRICING:

ABB BRAND, VFD UNIT PRICING:

BY-PASS ASSEMBLY INCLUDED

NEMA 1 RATED INDOOR ENCLOSURE*

FOR 1800 RPM MOTORS - (MOTORS NOT INCLUDED)

ALL PRICING TO INCLUDE FREIGHT

	HORSEPOWER	208/230 VOLT	480 VOLT	QTY. DISC. 10 OR MORE	
1.1	1	\$	\$		/ %
1.2	1.5	\$	\$		/ %
1.3	2	\$	\$		/ %
1.4	3	\$	\$		/ %
1.5	5	\$	\$		/ %
1.6	7.5	\$	\$		/ %
1.7	10	\$	\$		/ %
1.8	15	\$	\$		/ %
1.9	20	\$	\$		/ %
1.10	25	\$	\$		/ %
1.11	30	\$	\$		/ %
1.12	40	\$	\$		/ %
1.13	50	\$	\$		/ %
1.14	60	\$	\$		/ %
1.15	75	\$	\$		/ %
1.16	100	\$	\$		/ %

* Other type enclosure must be separately quoted

RETURN POLICY FOR NEW, UNUSED, AND ORIGINAL UNOPENED CARTON:

The Bidders shall state their return policy, time limitations, or restocking charges--

Return policy:

Time limitations:

Restocking charge:

ABB BRAND, VFD SERVICES:

1.17	Labor, normal business hours:	\$	/per hr.
1.18	Labor, after hours:	\$	/per hr.
1.19	Labor, weekends and holidays:	\$	/per hr.
1.20	Parts, components, materials, and other, list minus:		(per cent)
1.21	Labor, for services outside the scope of contract:	\$	/per hr.

ATTACHMENT B

AGREEMENT

The Contractors hereby certify that they have read, understand and agree that acceptance by Maricopa County of the Contractor's offer by the issuance of a Purchase Order or Contract will create a binding Contract. Further, they agree to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement.

BY SIGNING THIS AGREEMENT THE SUBMITTING FIRMS CERTIFIES THAT THEY HAVE REVIEWED THE ADMINISTRATIVE INFORMATION AND CONTRACTUAL TERMS AND CONDITIONS LOCATED AT <http://www.maricopa.gov/materials>. AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

_____ Disadvantaged Business Enterprise (DBE)
 _____ Women-Owned Business Enterprise (WBE)
 _____ Minority Business Enterprise (MBE)
 _____ Small Business Enterprise (SBE)

 FIRM SUBMITTING BID

 FEDERAL TAX ID NUMBER

 PRINTED NAME AND TITLE

 AUTHORIZED SIGNATURE

 ADDRESS

 TELEPHONE

 FAX #

 CITY STATE ZIP

 DATE

WEB SITE: _____

EMAIL ADDRESS: _____

MARICOPA COUNTY, ARIZONA

BY: _____
 DIRECTOR, MATERIALS MANAGEMENT

 DATE

BY: _____
 CHAIRMAN, BOARD OF SUPERVISORS

 DATE

ATTESTED:

 CLERK OF THE BOARD

 DATE

APPROVED AS TO FORM:

 MARICOPA COUNTY ATTORNEY

 DATE

ATTACHMENT C

CONTRACTOR REFERENCES

FIRM SUBMITTING BID: _____

1. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

2. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

3. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

4. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

5. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ E-MAIL ADDRESS: _____

EXHIBIT 1 VENDOR REGISTRATION PROCEDURES

On-line Vendor Registration at Maricopa County is available NOW!

On November 22, 2004, Maricopa County changed its vendor registration process. Paper forms will no longer be accepted. Vendor registrations will only be accepted through the active website. Register at <http://www.maricopa.gov/Materials/>

The new process will give you full control over your organizational information. Please be advised however that you are now directly responsible for the presence and accuracy of your company's information.

Vendors currently registered in our system who have changes to their information or have not registered online must establish a new account via the above web site link. Materials Management will no longer post changes to existing vendor records.

Procurement vendors: Be sure to select those commodity codes that best represent the commodities and or services provided by your organization. Non-procurement registrants may ignore the commodity portion.

Registration is **FREE**. You may use any computer with web access for registration, record updating and maintenance.

If you have any questions, email us at VendorReg@mail.maricopa.gov.